

RUNNING FOR OFFICE 2016

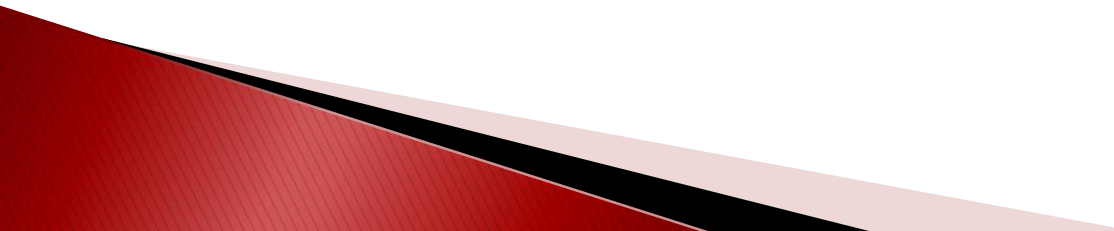


ERIE COUNTY, PA

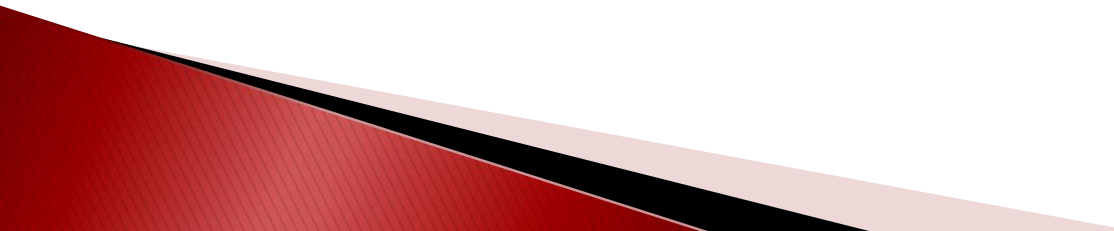
PETITIONS

- ▶ *Party offices*– petitions available starting January 22nd at the Voter registration office
- ▶ *State Offices* – will obtain their petitions from the Department of State
- ▶ 2016 Election Year Petition period is
 - January 26th through February 16th
- ▶ The entire top portion of petition must be filled out *prior to circulation*
- ▶ Get more signatures than you need
- ▶ Signers must be of the party that is on the petition

PETITIONS

- ▶ Signers must reside in the district where the candidate's name appears on the ballot and sign their name only
 - ▶ MAKE SURE YOUR PETITIONS ARE SIGNED CORRECTLY
 - ▶ NO DITTO MARKS
 - ▶ NEVER WHITE OUT MISTAKES; PUT A LINE THRU
- 

NOTARY

- ▶ Circulator must be present and sign in front of the notary
 - ▶ County Voter Registration will notarize if circulator and/or candidate is present
 - ▶ Late Petitions will not be accepted
 - ▶ Petitions may be challenged in Common Pleas Court
 - ▶ Challenge filed in Prothonotary; copy VR
- 

STATEMENT OF FINANCIAL INTEREST

- ▶ Copy of Statement of Financial Interest must be included with petitions when filing in Voter Registration Office
- ▶ A copy goes to governing body of political subdivision; *i.e. school district office if you are running for the board or township office if you are running for supervisor*

AFFIDAVIT OF CIRCULATOR

- ▶ This is part of petition
- ▶ This must be filled out for each petition whether or not candidate or another person is circulating the petition
- ▶ This section needs to be notarized, please wait to sign this section until in front of a notary and have ID available
- ▶ You can only have one circulator per petition
 - You may have as many petitions as you want

CANDIDATE'S AFFIDAVIT

- ▶ Only one of these has to be completed no matter how many petitions are turned in
- ▶ This section needs to be notarized, please wait to sign this section until in front of a notary and have ID available

WAIVER OF EXPENSES AFFIDAVIT

Fill out only one of these if:

- ▶ You are not forming a committee
- ▶ Not accepting contributions *more than \$250*
- ▶ Not spending *more than \$250*
- ▶ If you spend more than \$250 after signing you *must* file an expense report for that period

Expense Reports

- ▶ Must be timely filed by candidates and committees *periodically throughout the election year.*
- ▶ Filing dates are listed on the next page and can also be found on the Erie County Election web page at the following link:
<http://www.eriecountypa.gov/media/366929/2016-cf-filing-dates.pdf>
- ▶ ***Postmarks are acceptable as proof of timely filing where report is postmarked by the U.S.Postal Service no later than the day prior to the filing deadline.*
- ▶ ***There is a late candidate filing penalty of \$20 each day for the first six work days and \$10 a day after that with a maximum penalty of \$250. Penalty is the same for a committee report that is not filed timely.*

Filing Dates for Erie County Candidates

EXPENSE REPORT FILING DATES FOR 2015

COMPLETE AS OF DUE DATE TYPE REPORT

March 7	March 15	**6 th Tuesday Pre-Primary
April 11	April 15	2 nd Friday Pre-Primary
<i>May 16</i>	<i>May 26</i>	<i>30 Day Post- Primary</i>
September 19	September 27	**6 th Tuesday Pre-Election
October 24	October 28	2 nd Friday Pre-Election
<i>November 28</i>	<i>December 8</i>	<i>30 Day Post-Election</i>
December 31	January 31, 2017	2015 Annual Report

**** Statewide Candidates only****

24-Hour Reporting

▶ COMPLETE AS OF

DUE DATE

▶ *April 12*

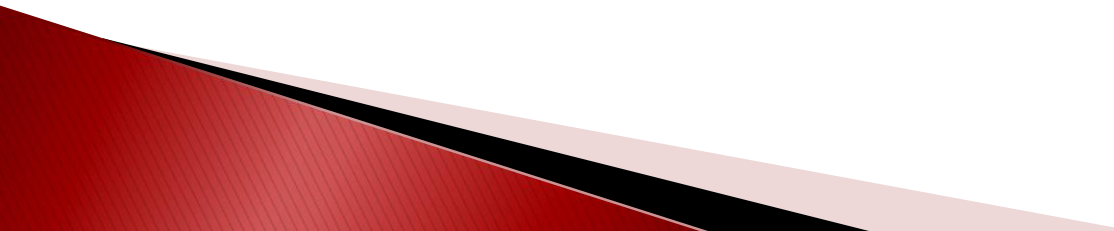
April 26

▶ *October 25*

November 8

- ▶ 24 HOUR REPORTING – Section 1628 of the Campaign Expense Reporting Law, 25 P.S. § 3248, requires any candidate or political committee, authorized by a candidate and created solely for the purpose of influencing an election on behalf of that candidate, which receives any contribution or pledge of five hundred dollars (\$500) or more, or any person making an independent expenditure of five hundred dollars (\$500) or more after the final pre-election/pre-primary report has been deemed completed shall report such contribution or expenditure to the appropriate supervisor. The candidate, chairperson or treasurer of the political committee shall send the report of late contributions within twenty-four (24) hours of receipt of the contribution. The same shall apply to persons making independent expenditures. The bureau will accept the filing of *24 Hour Reports* by facsimile at 717-705-0721, or via e-mail at: ra-stcampaignfinance@state.pa.us. The filing of reports by facsimile or e-mail applies *only* to *24 Hour Reports*; it does not apply to the filing of campaign finance reports. The filing of late contribution reports does not remove the obligation to also report those contributions on the appropriate post-election/post-primary expense report filing. Please contact our office for specific reporting dates for late contribution reports

FORMING A COMMITTEE?

- ▶ Register your committee in VR office before receiving contributions or within 24 hrs
 - ▶ Both committee and candidate must each file expense reports
 - ▶ Committee must have a chairman & treasurer
 - ▶ Candidate cannot serve in either capacity
 - ▶ Get dates for quarterly and other filings with VR
- 

FILING FEES

- ▶ If your office requires a filing fee it must be paid by certified check, money order or cash only – *no personal checks can be accepted*
- ▶ Pay filing fee when you submit your petition(s)
- ▶ Petitions *will not* be accepted without filing fee
- ▶ No filing fees will be refunded even upon candidate's withdrawal or court removal

INFORMATION ON PETITION

Fill out only one per office

- ▶ Fill out legibly
- ▶ “To Have Name Of” designates how you wish your name to appear on the ballot – *this section is located on the back of the petition*
- ▶ A derivative of your given name is okay—Mike for Michael for instance
- ▶ John Butch Doe is okay not just Butch
- ▶ Titles like Dr. or Esq. may not be used

QUALIFICATIONS FOR OFFICE

- ▶ Most are 18 years of age, resident of city, borough or township for one year prior to General Election
- ▶ For county council you must be a resident for one year prior to date of petition filing

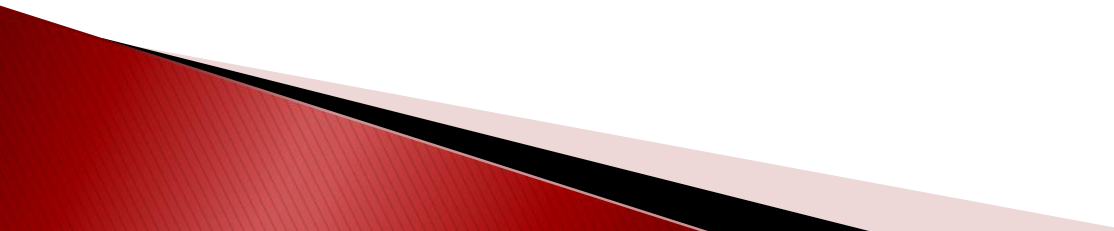
Deadline to file Petitions

- ▶ *All Petitions must be filed by 4:00pm on Tuesday – February 16, 2016*

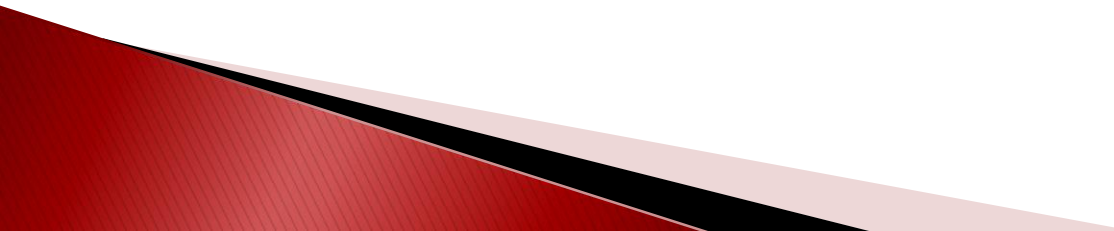
What to expect after Petitions are filed

- ▶ Last day to file objections is *Tuesday, February 23, 2016*
- ▶ The Casting of Lots to determine ballot position will be held on *Wednesday February 24, 2016* at 12 Noon in the Erie County Courthouse Council room 117
- ▶ Last day to withdraw from candidacy is *Wednesday March 2, 2016*

PETITION PACKET CONTENTS

- ▶ PETITIONS
 - ▶ GENERAL INFORMATION FOR CIRCULATING AND FILING PETITIONS
 - ▶ CHECKLIST
 - ▶ SAMPLE PETITION
 - ▶ VOTER REGISTRATION FORMS
 - ▶ CAMPAIGN FINANCE REPORT DATES
 - ▶ IMPORTANT ELECTION DATES TO REMEMBER
 - ▶ ELECTIONEERING
 - ▶ RESOURCES
 - ▶ Use only new petitions provided by VR
 - ▶ If you need more petitions, ask and they will be provided
- 

2016 Election Dates

- April 26, 2016 – Primary
 - November 8, 2016 – General
 - Polls are open 7am to 8pm
- 

FOR MORE INFORMATION

- ▶ CALL KIMBERLY AT THE VR OFFICE 451-6276
Email me at: [*kalexander@eriecountygov.org*](mailto:kalexander@eriecountygov.org)
or Doug Smith - 451-6304
- ▶ www.dos@state.pa.us
- ▶ Look for link “running for office”